

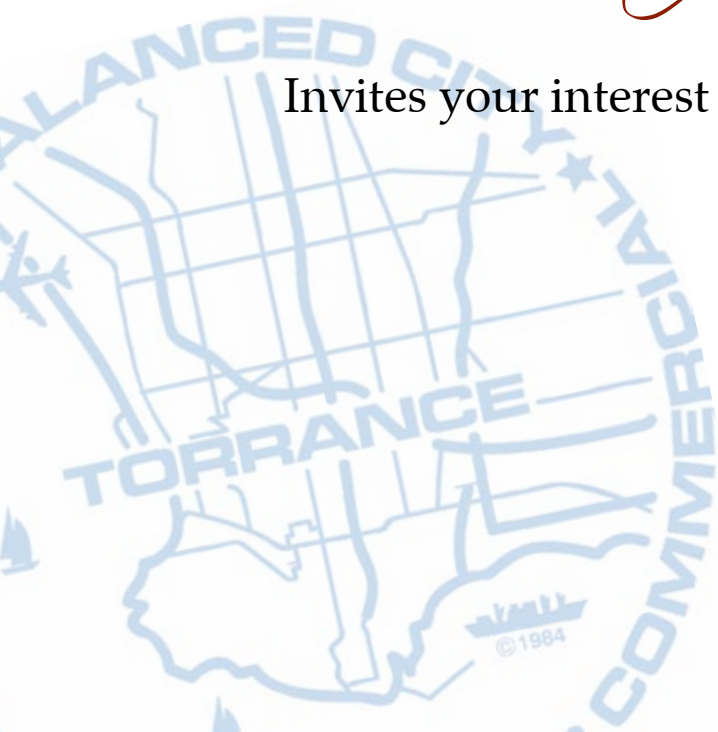
CITY OF  
TORRANCE



*A Balanced City*

Invites your interest in the position of:

**Sanitation  
Services  
Manager  
(Civil Service)**





## *The Community*

The City of Torrance, located in Los Angeles County's South Bay, borders on the Pacific Ocean and beach communities to the west and the Palos Verdes Peninsula to the south. Ideally situated near the 405 (San Diego) freeway and twenty minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a  $\frac{3}{4}$  mile stretch of beach and the Madrona Marsh, a fresh water habitat. Torrance is within a 45 minute drive of many of Southern California's major attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of 147,405 and is the 8th largest city within Los Angeles County California. Due to its large employment base, the community's daytime population is significantly higher than the permanent population peaking at 200,000.

The area enjoys a pleasant year round climate with moderate temperatures, gentle sea breezes and low humidity. The City boasts 31 parks on 350 acres of parklands and open space. The 500 seat James Armstrong Theatre and the "theatre-in-the-round" Nakano Theatre within the Torrance Cultural Arts Center Complex are excellent venues for both professional and local productions. Helping to round out the community's cultural offerings

is the nearby El Camino Community College campus that houses an art gallery, planetarium and a 2000 seat theatre.

The community's population is culturally diverse as shown by the school district's estimate that its students speak over 80 languages. Contributing to this diversity are world class international companies such as American Honda Motor Company, Robinson Helicopter, and Panasonic which call Torrance home. Four major shopping centers are located in Torrance, including the Del Amo Fashion Center, one of the largest shopping centers in the world and currently undergoing a significant expansion and renovation.

Overall, Torrance is a quality of life oriented community that offers a wide variety of entertainment, recreation, cultural and volunteer opportunities.

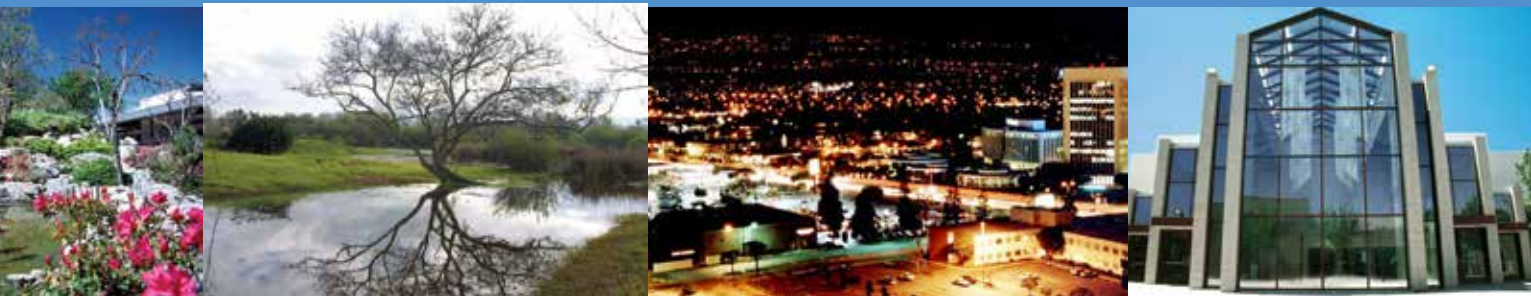
## *City Government*

The City of Torrance is governed by the Mayor-Council-City Manager form of government with an elected Mayor and six Council Members who appoint a City Manager, and a City Attorney. City Clerk and City Treasurer are also elected. The Executive team works under the direction of the City Manager based on merit principles. Torrance is a full service city with an annual budget

of approximately \$200 million and a staff of over 1300 organized in 13 departments.

## *Public Works Department*

The Public Works Department is a dynamic organization that readily adapts to the needs of the Torrance Community in providing quality and reliable service to the public; maintaining and operating the public infrastructure and designing and managing capital improvement projects. The department is organized across Engineering, Operations, Sanitation, Water, Streetscape and Administrative Services divisions with an annual budget of approximately \$60 million and a staff of 206. These divisions, although different in their nature and range of responsibilities, are focused and directed in the City's strategic plan for priority of infrastructure. The collaborative functional responsibilities of the five divisions include: maintaining sewer and storm drain infrastructure, including pump stations, catch basins and storm water retention basins; street sweeping, residential refuse and recycling collection; maintaining concrete sidewalks, curbs and gutters throughout the City; maintaining roadway surfaces along with traffic signals, traffic striping, pavement marking and street signage; maintaining the airport runways, taxiways and other ground surface areas



at the Torrance Municipal Airport (Zamperini Field) as well as providing operational services to pilots and aircraft in conjunction with FAA Control Tower; maintaining and operating the Torrance Municipal Water System that includes transmission and distribution mains, storage reservoirs, pump stations, groundwater production wells and imported water connections, as well as performing water quality assurance testing

## The Position

The Sanitation Services Manager reports directly to the Deputy Public Works Director - Operations. This position is responsible for a staff of 54 and a division budget of approximately \$15 million with three (3) supervisors reporting directly to this manager. The functions of this division include solid waste collection and recycling, wastewater, and street sweeping. The priority for this position will focus on the expansion of solid waste management programs. A critical goal for this manager is operational efficiencies and the expansion of recycling programs. In addition this position:

- Develops, implements, and evaluates division plans, policies and procedures to achieve annual goals, objectives and work standards.
- Plans, assigns and manages activities related to the collection and disposal of solid waste from residential dwellings in the City.

- Plans, assigns and manages the maintenance of the sewer and storm drain system facilities.
- Plans, assigns and manages, through supervisors, the activities of the division.
- Prepares reports & recommendations for City Council agenda items.
- Interfaces and coordinates with regulatory agencies.
- Develops and monitors the division budget and establishes budgetary controls.
- Manages private contracts for sewer, storm drain or other related maintenance repairs.
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline.
- Administers safety and training programs.
- Maintains activity records and prepares reports as required.
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups.

For a detailed position description, please visit [www.TorranceCA.Gov/22045.htm](http://www.TorranceCA.Gov/22045.htm).

## Candidate Profile

*Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills and abilities is:*

High school graduation equivalency; seven (7) years of progressively responsible public works experience, which includes three (3) years in collection and disposal of solid waste and recyclables and at least two (2) years of management or supervisory experience.

### AND

Possession of a valid class California Class C driver's license.

In addition to the minimum qualifications the ideal candidate should have experience in:

- Solid Waste Management
- Transfer facility Operations
- Sewer/Storm water Operations
- Street Sweeping Operations
- Budget Development
- Contract Negotiation
- Route optimization
- Emphasis on safety
- Waste reduction and recycling





## Compensation & Benefits

### Monthly Salary Range:

Minimum **\$9,431**-Reference Point **\$11,317**-Maximum **\$13,015**.

Appointments are typically made between the minimum and the reference point range, depending upon qualifications.

### Retirement –

Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Classic members receive the 2% @55 formula and new members or returning members with a break in service greater than six months will receive the 2% @ 62 retirement formula. Employees hired after January 1, 2013, will contribute to CalPERS through a payroll deduction.

### Social Security and Medicare

Employees currently contribute 6.2% toward Social Security and 1.45% toward the Medicare.

### Deferred Compensation –

A City Deferred Compensation Plan is available. The City will match contributions to the Deferred Compensation Plan up to 0.5% of the monthly base salary.

### Life and Accidental Life Insurance Coverage –

The City pays the premium for \$100,000 group term life and \$100,000 Accidental Death and Dismemberment coverage. Supplemental coverage is also available.

### Short Term/Long Term Disability -

The City pays 100% of the premium which offers up to 2/3 income protection.

### Health Insurance –

The City provides health insurance

(HMO or PPO) through CalPERS. The City contributes up to \$1,020.96/mo. for family coverage. Premium costs paid for by the employee above the \$1020.96 can be made on a pre-tax basis.

### Dental Insurance –

The City provides dental insurance through Delta Dental (DHMO or PPO). The City pays for two-party coverage (\$76.44/mo).

### Personal Leave –

Personal leave allowance of 27 hours, which is granted at the beginning of each fiscal year.

### Reimbursable Expenses -

\$750 per fiscal year for eligible expenses.

### Flexible Spending Account -

Employees may choose to participate in pre-tax payroll deductions which are deposited into an account that can be used for qualifying medical and dependent care expenses.

### Retirement Health Savings Program –

Sick and Vacation leave hours can be deposited into this plan upon retirement.

### Tuition Reimbursement -

Reimbursement up to \$1500 per fiscal year for tuition costs for voluntary off-duty job related courses.

### Holidays, Sick Leave and Vacation Leave -

The City observes 13 paid annual holidays and provides accruals of 72 hours of Sick Leave. Vacation leave accrues based on months of service beginning with 9.33 hours per month in the first year. Sick Leave and Vacation Leave hours are accruable and may be accumulated.

**9/80 Work Schedule -** The standard work schedule for the City of Torrance is 9/80 hours each Monday –Thursday with alternate Fridays either 8 hour days or non-working days

## Application & Selection Process

Interested candidates must apply online at [www.TorranceCA.Gov/Jobs/](http://www.TorranceCA.Gov/Jobs/) and submit the following:

- Online City application;
- Resume with start & end dates reported by month and year for each position held;
- Organization chart of your most recent position.

The application filing period opens on Monday, September 21, 2015, 7:30 a.m. and closes Thursday, October 15, 2015, 5:30 p.m. Only those candidates who best meet the qualifications will be invited to participate in the examination process.

The examination will consist of General management In-Basket (weighted 50%) tentatively scheduled for November 5, 2015 and an Oral Interview (weighted 50%) tentatively scheduled for December 1, 2015.

Candidates with disabilities who require special testing arrangements must contact the Human Resources Division by the application filing deadline.

### Additional Information

If you have questions regarding this career opportunity, please email Matt Knapp, Deputy Public Works Director at [MKnapp@TorranceCA.Gov](mailto:MKnapp@TorranceCA.Gov).

As a condition of employment, candidates must pass a background check and a pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

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